

Durham City-County Planning
Development Review Pre-Submittal Conference Request

Meeting Date:	Time:
Requested by:	Company:
Contact phone:	E-mail:
Staff Present:	Applicant(s) Present:

General Site Information

Proposed Project Name:			
PIN(s):			Current Jurisdiction: Annexation required? Project to be reviewed under County or City?
Total Acreage:	Existing/Proposed Zone(s):	Previous Zoning Case #:	Tier:
Overlay(s):	Major/Minor Use Permit Required:	Architectural Elevations Required per Development Plan, District or Sec. 7.3?	Other Approvals Required or Pending:
Floodplain/Stream Buffers?	Neuse /Cape Fear?	Previous Site Plan Case #:	Proposed Impervious Surface %:
Describe Proposed Development:		Site History Including Existing Use:	
Number and Type of Residential Units: Proposed Density:		Sq. Ft and Type of Non-Residential Development: Proposed Floor Area Ratio:	

Adopted Plans

Greenway or Open Space Plans	
Thoroughfare Plan	
Bicycle or Pedestrian Plans	

Possible Site Issues

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Additional Requirements

Transportation Impact Analysis (TIA)	Needed if proposal is anticipated to generate at least 150 vehicle trips at peak hour. Contact Transportation (Bill Judge) at 560-4366 for determination. If TIA is not required, a memo is required at the time of application indicating such.
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Staff Reference (circle departments you request to be at the meeting)

Planning (Except Downtown or Historic District)	Teri Danner (before 7/1/10)* (Sara Young after 7/1/10)	560-4137 x 28246	teri.danner@durhamnc.gov
Planning (Downtown or Historic District)	Sara Young**	560-4137 x 28256	sara.young@durhamnc.gov
DOST	Helen Youngblood	560-4137 x 28245	helen.youngblood@durhamnc.gov
Engineering	Robert Joyner	560-4326	robert.joyner@durhamnc.gov
Stormwater (City)***	Jacob Chandler or Dave Brown	560-4326	jacob.chandler@durhamnc.gov david.brown@durhamnc.gov
Stormwater (County)	Chris Roberts	560-0739	croberts@durhamcountync.gov
Transportation	Bill Judge	560-4366	bill.judge@durhamnc.gov
Parks & Recreation	Rosetta Radke	560-4355	rosetta.radke@durhamnc.gov
Inspections	Don Moore	560-4677	don.moore@durhamnc.gov
Fire (City)	Tom Darling	560-1199	thomas.darling@durhamnc.gov
Fire (County)	Craig Zglinski	560-0660	czglinski@durhamcountync.gov
Solid Waste	Nancy Kost	560-4186	nancy.kost@durhamnc.gov
Building Design/DDRT/Appearance Commission	Sara Young	560-4137 x 28256	sara.young@durhamnc.gov

*Prior to July 1, 2010, contact Ms. Danner to schedule pre-submittal meetings for projects outside the Downtown Tier or Historic Districts. **Contact Ms. Young to schedule pre-submittal meetings within the Downtown Tier or Historic Districts and for all pre-submittal meetings after July 1, 2010.

*** Due to time constraints of these meetings, please contact Stormwater staff directly for a separate meeting

Application and Checklist Materials

<http://www.durhamnc.gov/departments/planning/applications.cfm>

Schedule for 2010 : Pre-submittal requests involving multiple departments are due by noon on the following dates with meetings scheduled from 1pm to 5 pm the following week. Planning Department-only requests may be submitted at any time with meetings usually scheduled within one week of request.

Pre-submittal Request	Pre-submittal Meeting	Pre-submittal Request	Pre-submittal Meeting
May 5	May 12	July 21	July 28
May 19	May 26	August 4	August 11
June 2	June 9	August 18	August 25
June 16	June 23	September 1	September 9
June 30	July 7	September 15	September 22

Determinations Made During Conference or Follow-up Issues

To the applicant: Upon formal submittal, thorough review and possible site visits will be conducted by several City/County departments. Other issues may arise that were not identified in this preliminary discussion.